



SAP Training



# Position Vacancy Posting

## PA350 VC




Slide 1


Welcome to virtual class PA350 – Position Vacancy Posting.

**Notes**

## SAP Training — Welcome and Introductions

- Introductions
- Break
- Parking Lot
- Virtual classroom etiquette
  - Cell phone off
  - Phone on mute





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The course introduction is an opportunity to get to know the others who are attending class as well as to agree on classroom courtesy. There will be at least one break during this session.

## Notes

### Prerequisites

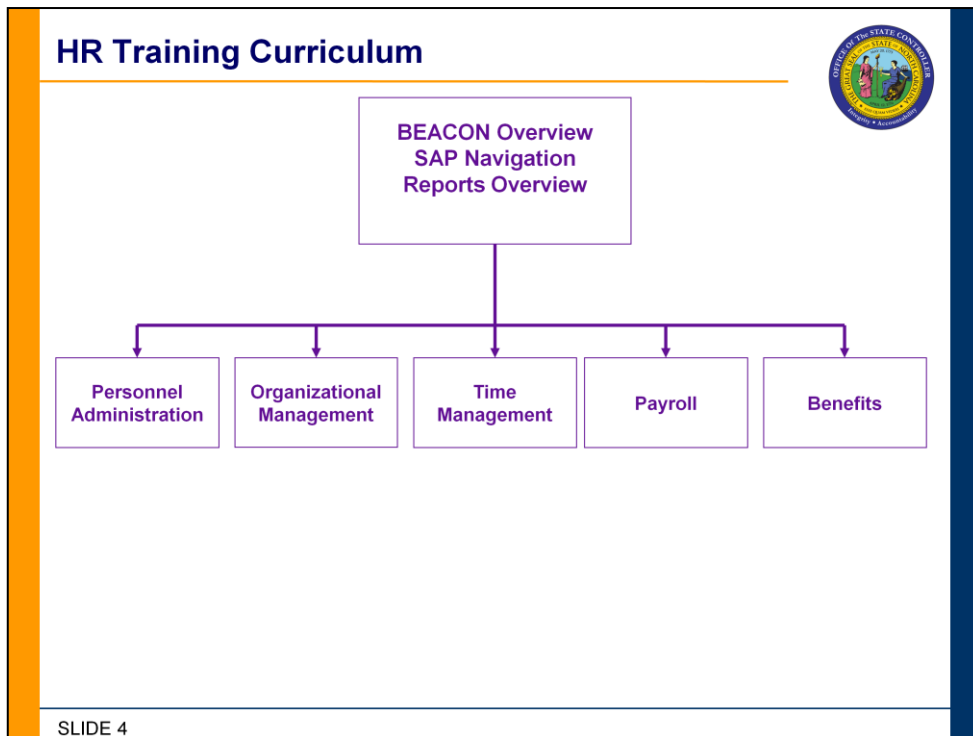
- Beacon Overview BC100
- SAP Basic Navigation BC110
- Personnel Administration Overview Display PA200
- Organizational Management for Agencies OM200
- Virtual Class Navigation VC101



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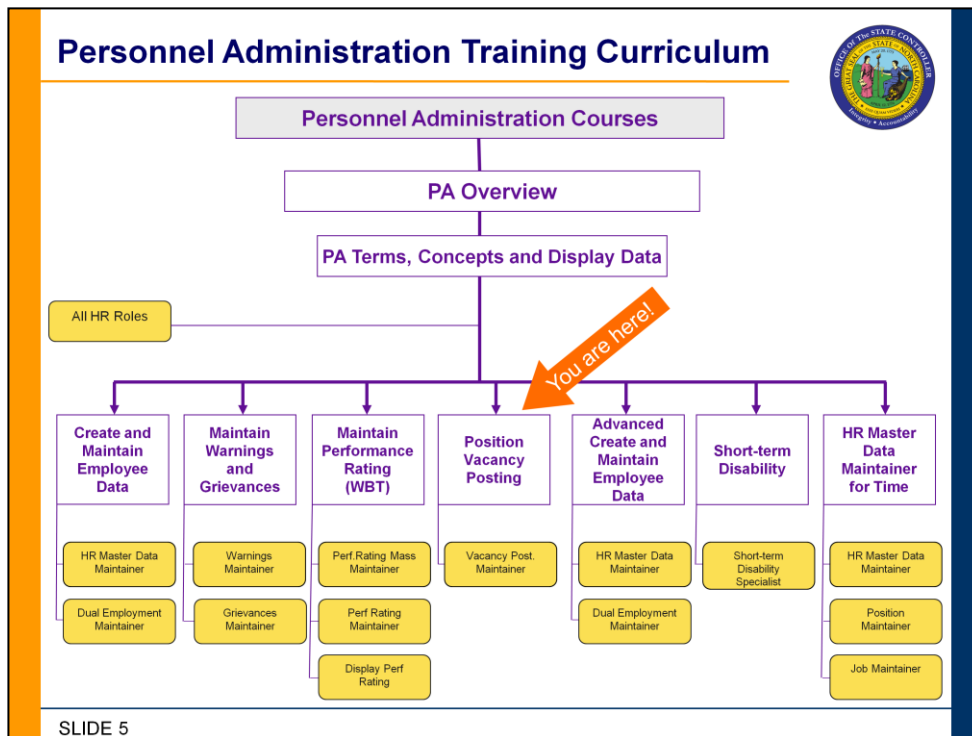
There are five prerequisites you must take before attending this class. Attending these prerequisites ensures that you are adequately prepared with the new processes, concepts, and terms that are needed for this course. In addition to having basic computer skills, it is also helpful if you can access and navigate the internet.

### Notes



The OSC HR/Payroll training program comprises several courses and different modules. Based on your HR role, you will attend courses in the Personnel Administration module.

### Notes



Within the Personnel Administration module, there are several courses. Everyone attends the first course, *Personnel Administration Overview*. Your position determines which additional courses you may be required to attend.

## Notes

## Course Map



- Lesson 1: Create a Position Vacancy Posting
- Lesson 2: Maintain a Position Vacancy Posting
- Lesson 3: Course Review

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This course includes three lessons.

## Notes

### Course Objectives




Upon completion of this course, you should be able to:

- Create a vacancy posting
- View position vacancy information
- Maintain the contact address and telephone number
- Maintain a vacancy posting

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### Notes

## Welcome: Strategy for Training



- Tell me**  
**Concepts**  
Instructor will describe the process, responsibilities, and transactions – LISTEN
- Show me**  
**Demonstrations**  
Instructor will demonstrate job-related tasks performed in SAP – HANDS OFF
- Let me**  
**Exercises**  
Student will complete the exercises which allows for practice in class – HANDS ON
- Support me**  
**Availability**  
Instructor will be available to answer questions while students complete exercises

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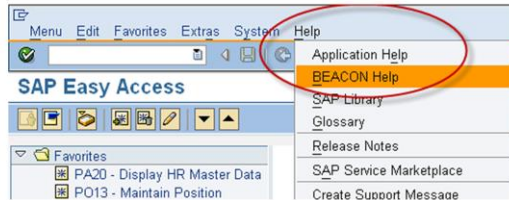
The *Position Vacancy Posting* Student Guide provides a copy of the PowerPoint presentation used in the classroom training. You will observe that space is available for you to write notes. You can use the guide as a reference when you return to the workplace. You are encouraged to use the class exercises to practice in the SAP training environment.

## Notes

## Reference materials



- Student Guide
- Exercise Guide
- Online resources at Beacon University
  - Business Process Procedures (BPPs)
  - Job Aids
  - BEACON Help



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As listed above, there are a variety of reference materials available including the Student Guide and Exercise Guide.

Online help includes Business Process Procedures (BPPs) which can be accessed via BEACON University or BEACON Help. BPPs provide step-by-step procedures by screen.

You can also access job aids and all of the course materials online via BEACON University.

## Notes

## Course Map



Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

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## Notes

## Lesson Objectives



Upon completion of this lesson, you should be able to:

- Explain the process for posting a position vacancy in SAP
- Identify the transactions and infotypes used to post a position vacancy
- Create a vacancy posting
- Explain how the Class Range is populated
- Maintain the contact person's address information
- View a vacancy posting before it is published to the web

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## Notes

## Recruitment and Posting of Vacancy Policy



*Recruitment and Posting of Vacancies*

*Recruitment and Selection  
Section 2, Page 1  
February 7, 2000*

**Policy**

It is the policy of State Government to meet its workforce needs through systematic recruitment, selection, and career support programs that identify, attract, and select from the most qualified applicants for State employment, and encourage diverse representation at all occupational levels of the workforce. No selection decision shall be made that will constitute unlawful discrimination in violation of State and Federal law.

The employment of individuals for State positions shall be carried out with forethought for the balance of skills needed to sustain growth and assure future leadership. Programs and practices fostering internal advancement opportunities for current employees shall be earnestly attended, for the State recognizes the value of tenure and experience. At the same time, there shall be a planned and reasoned addition of persons from outside the organization, who can offer scarce talent, a fresh perspective, or the latest academic knowledge. This shall be accomplished through targeted recruitment efforts that bear a logical and systematic relationship to the desired workforce representation, and afford equal opportunity for applicants within the limits of these goals. Through a planned integration of experience, perspective, and vitality, the State shall best meet its mission of service to the public.

The Office of State Personnel shall consult with the agencies in the design, development, and implementation of a training program for managers, supervisors, and personnel professionals in the recruitment and selection process.

The Office of State Personnel shall monitor the effectiveness of agency recruitment and selection procedures in accordance with applicable policies and law. Agencies shall be responsible for maintaining recruitment and selection data and documentation to support decisions and provide information to OSP to prepare reports required by statute.

*Recruitment and Selection  
Section 2, Page 2  
February 7, 2000*

**Fair and Valid Selection Criteria**

It is the policy of the State that all agencies select from the most qualified persons to fill vacant positions. Employment shall be offered based upon the job-related qualifications of applicants for employment using fair and valid selection criteria and not on political affiliation or political influence. All State agencies shall develop recruitment and selection plans consistent with the law. Agency plans shall be submitted to the Office of State Personnel for submission to the State Personnel Commission to assure similar, fair and valid selection processes.

**Definitions**

Political affiliation & political influence: For the purposes of this policy, political affiliation is the membership in, participation in, or support of a particular political party, group, or candidate. Political influence occurs when political affiliation impacts the decision to hire or not to hire and the selection decision was not based on fair and valid selection criteria.

**Vacancy Announcement**

Vacant positions to be filled in State government shall be publicized by the agency having the vacancy to permit open and fair competition for all interested employees and applicants. The recruitment and selection process shall be consistently applied, non-discriminatory and promote open and fair competition and the hiring of a diverse workforce. Each vacancy will be described in an announcement which includes at minimum the position number, title, salary range, essential functions, knowledge and skill requirements, minimum training and experience standard, the application period, and the appropriate contact person. Advisory Note: If there is a specific salary limitation because of budget restrictions or equity considerations, the announcement should include a separate recruitment range which specifies the maximum salary that will be offered.

*Recruitment and Selection  
Section 2, Page 3  
February 7, 2000*

Each vacancy listing must include a closing date unless the classification has been determined as critical. Factors used in determining critical classifications shall include agency turnover, number of positions in close geographic location, scarcity of skills, safety, health or quality of care for clients. Such critical classifications, which will not require closing dates on vacancy postings, shall be

**Continued...**

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The Posting Policy has not changed. Policy information can be found in the **State Personnel Manual, Recruitment and Selection, Section 2, Page 1.11**

## Notes

### Vacancy Announcement



- Each vacancy posting includes - at minimum:
  - Title
  - Position number
  - Salary range
  - Essential functions
  - Knowledge and skill requirements
  - Minimum training and experience standard
  - Application period (including closing date unless critical)
  - Appropriate contact person.

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### Vacancy Announcement

Each vacancy will be described in an announcement which includes at a minimum the items listed above.

Each vacancy listing must include a closing date *unless* the classification has been determined as **critical**.

### Notes

### Critical Classifications

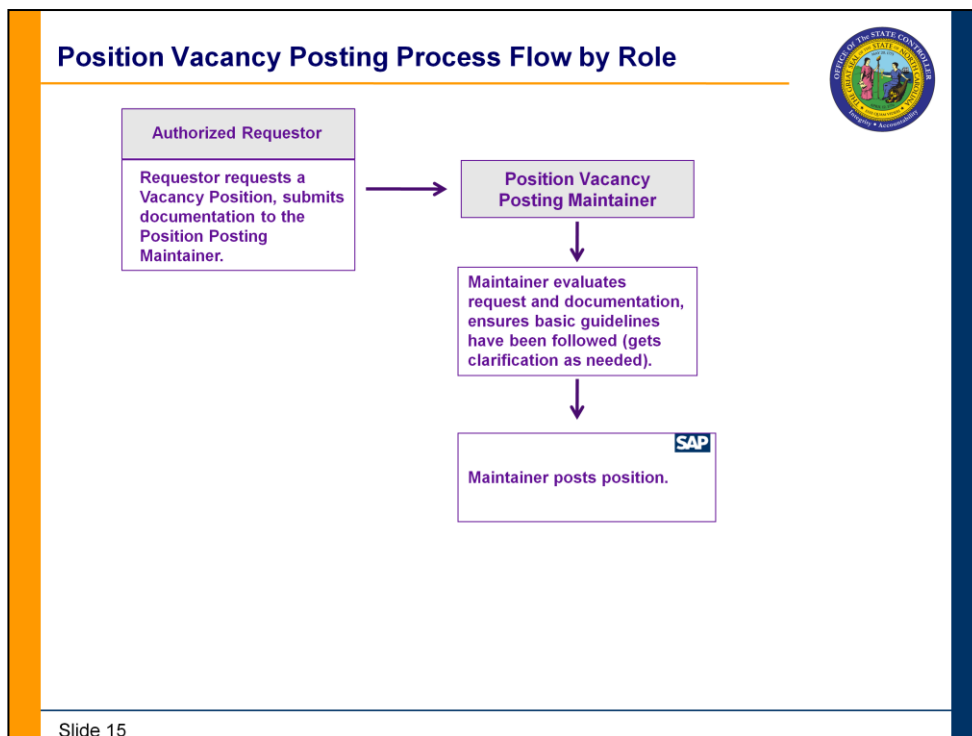


- Closing date on vacancy Critical classifications is not required
- State Personnel Commission must approve
- Often continuous postings handled via PMJOBS (PMIS)
- Requests for continuous postings should be referred to BEST Shared Services
- Critical Classification Factors:
  - Agency turnover
  - Number of positions in class
  - Geographic location
  - Scarcity of skills
  - Safety, health and quality of client care

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Critical classifications will not require closing dates on vacancy postings and must be approved by the State Personnel Commission. Critical postings are often continuous postings and are handled through PMJOBS. Requests for continuous postings should be referred to BEST Shared Services.

### Notes



## Roles

- **Authorized Requestor:**
  - Agency employee who requests a position vacancy posting
- **Position Vacancy Posting Maintainer:**
  - Agency employee who creates the request and verifies that information adheres to guidelines

When a Role has not been established, appropriate personnel will handle the request.

## Process Flow

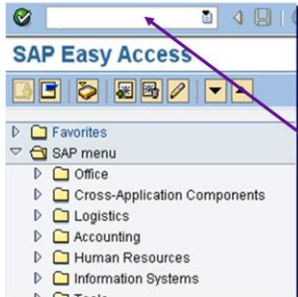
Authorized Requestor **requests** vacancy posting and submits supporting documentation to the Position Vacancy Posting Maintainer. This is an internal process and not done via SAP.

Position Vacancy Posting Maintainer **evaluates** the vacancy requests, ensures that basic guidelines are followed, and requests clarification/other documentation, as needed. This role then **posts** the vacancy in SAP.


**NOTE:** BEACON SAP will be used until e-Recruitment is implemented.

## Notes

### Transaction Codes



- PQ13 – to create and maintain position vacancy posting (not in SAP menu)
- ZOMR014 – to view position vacancy posting
- PO13 – to update position address if applicable



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### Transaction Codes

Position posting information is *created* or *maintained* by using **PQ13**. Transaction code PQ13 must be entered from the Command field because it does not exist in the SAP menu. Use PQ13 to create positions for banded as well as graded positions. Posting a position vacancy does not require Workflow like some Personnel Administration or Organizational Management actions.





Transaction code **ZOMR014** is used to *view* the position vacancy posting. Please note that the posting does not necessarily display in the report exactly as it will display on the website. The posting may look great on the report, but either not post at all to the website, or post in a garbled manner.

**PO13** is used to update the address of the contact person's position if needed.


### Notes

## PQ13 Button Functions

Buttons used most often:

	Save
	Execute
	Exit
	Cancel

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## Notes

On the various screens, there are several buttons that you will most often use as illustrated above.

**Save:** Saves the data. You should save after every screen.

**Execute:** After entering the required data on the screen, this button is used to submit or process it. BEACON SAP will then return results and/or require further details or actions to be taken.

**Exit:** Takes you to next screen if you do not want to perform an action.

**Cancel:** Like the Exit button, it takes you to next screen if you do not want to perform an action.

### **Other buttons:**


You will see several other buttons on some of the screens. As a general rule, those are not used at the current time. The buttons include:

**Documentation on Actions:** Currently not in use.

**Schedule Description:** Provides the screens that are presented on the listed Action.

**Services for Objects:** Currently not in use.

## PQ13 Actions Screen



[Action](#)
[Edit](#)
[Goto](#)
[Extras](#)
[Settings](#)
[System](#)
[Help](#)

### Actions for Position

Plan Version: p1 Current plan

Position: 65001811 Textile Conservator

Object name: 800904000938

**Selection Criteria**

Infotype status: 1 Active

Validity: 07/17/2008 to 12/31/9999

Action: 35 Create a Vacancy Posting

- Validity is not the same as the *posting* period for vacancy
- End date in Validity field is always 12/31/9999 (otherwise will not appear on website)

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**Plan Version:** This field differentiates between scenarios in organizational plans. For Position Vacancy Postings, always select *Current*.

**Position:** The Position number for which the vacancy is being created.

**Validity:** The validity period identifies the lifespan of the posting and consists of a start (from) date and end (to) date. The Validity end date should always be 12/31/9999. If you do not enter 12/31/9999 as the end date on the validity period, the posting will not appear on the website.

**NOTE:** The Validity of the Position Vacancy Action is not the same as the vacancy posting dates. The vacancy posting dates are entered on a different screen.

**Action:** Use this field to select the type of action you wish to perform. For Vacancy Postings use:

- 35      **Create** a Vacancy Posting
- 36      **Maintain** a Vacancy Posting

**Execute** - Click this icon to continue.

## Notes

## 4 Subtypes – Enter Data and Save

1

2

3

4

- Make sure cursor is at very top (defaults three lines down)
- No special characters
- Only first 16 lines appear on Website
- If Website posting looks garbled, update by entering spaces at end of each line

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There are four subtypes that display when creating a vacancy. You should **save** each subtype before proceeding to the next one. You will see that the subtypes look very similar and data is entered in a very similar manner on each one. The “header” information (Position, Planning Status and Validity) pre-populate from the first screen (Actions for Positions). Each subtype has a free-text field where you can enter the information for the particular subtype. You can copy a posting from the OSP website or other document (such as Word) and use Control+V to paste into the appropriate subtype.

## Notes

**IMPORTANT: Only the first 16 lines on each subtype will transfer to the website.** To ensure the website displays appropriately, **do not use special characters** (this can either prevent the posting from displaying on the website or cause a garbled display if it does appear). If despite your best efforts, the website does not post correctly, you may revise by placing a space at the end of each line as follows:

- Click to make sure your cursor is on the first line of text.
- Press the End button on your keyboard.
- Press the space bar (not the Enter key).
- Click the down arrow on the keyboard. This takes you to the next line.
- Press the End button and then press the space bar.
- Continue using the End, Space and Down arrow until you have entered a space at the end of each of the 16 lines.

The first subtype is *Description of Work (DOW)*. Enter the applicable data in the Description field.

**Final Screen – Posting Data (1 of 2)**

Infotype Edit Goto View System Help

**Create Vacancy Posting Data**

Position 800904000938 Textile Conservator

Planning Status Active

Validity 07/17/2008 to 12/31/9999 Display change infor

**Vacancy Posting Data 01 S 65001811 1**

Posting Status  
☒ External  
☐ Internal (State)  
☐ Internal (Agency)

Job Family 80000003 Jo & Educa

Contact Person 80000673 Jeremy Ward01

Salary Grade Equivalent 0

Competency Level

Vacancy Posting Dates 07/21/2008 To 08/21/2008

Hiring Range 34,237.00 To 54,822.00

Class Range 34,237.00 To 54,822.00

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## Notes

**Job Family:** The job family field defaults from the job to which the position is related. It would seldom be appropriate to change the job family for a posting. OSP should be notified to make a permanent change if a job family is not correct. If you do change the job family field for a posting (use the down arrow to select the applicable option) SAP assumes the change only pertains to that individual posting; therefore, the next time you post the position, the job family field has defaulted back to the original job family.

All of the job family options are available on the BI report B0165-1, *Job Attribute Report for Job Family*.

**Contact Person:** The personnel number of the person to contact for questions about the position. Use this field to enter the position number of the contact person, and the address and telephone (but not fax) will automatically default to the *How to Apply* infotype.


**Posting Status:**      Internal (Agency)      Internal (State)      External

**Salary Grade Equivalent:** Only open for **Banded** positions (the related Job Pay Grade Type is 02 - Banded); otherwise the field is grayed out. To review Salary Grade reference material, go to:

**<http://www.osp.state.nc.us/career-banding.htm>**

**Continuous Postings** will be handled through PMJOBS. Requests for continuous postings should be referred to BEST Shared Services.

## Final Screen – Posting Data (2 of 2)



Infotype Edit Goto View System Help

**Create Vacancy Posting Data**

Position: 800904000938 Textile Conservator  
 Planning Status: Active  
 Validity: 07/17/2008 to 12/31/9999 Display change info

Vacancy Posting Data 01 S 65001811 1

Posting Status: ☒ External ☐ Internal (State) ☐ Internal (Agency)  
 Job Family: 80000003 Info & Educa  
 Contact Person: 80000673 Jeremy Ward01  
 Salary Grade Equivalent: 0  
 Competency Level: ...

Vacancy Posting Dates: 07/21/2008 To 08/21/2008  
 Hiring Range: 34,237.00 To 54,822.00  
 Class Range: 34,237.00 To 54,822.00

- Class range defaults from either Pay Grade or Pay Scale tab of Planned Compensation infotype on related Job

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## Notes

**Competency Level:** Only open for Banded positions (Job Pay Grade Type is Banded and the Job Pay Grade Area is Career Banding or Career Banding Hourly). If not, the field is grayed out on the Position vacancy Posting screen.


- ▣ C = Contributing    ▣ J = Journey    ▣ A = Advance

**Vacancy Posting Dates:** These are the dates you want the position vacancy to post. Observe that these dates are not the same as the dates you entered on the first screen (Actions for Position where the to date was 12/31/9999). It is important to understand the difference between the first screen Validity dates and the Vacancy Posting Dates on the last screen.

**Hiring Range:** Enter the hiring range for the position, even it is the same as the Class Range.

**Class Range:** Predetermined range of pay that automatically populated from the Planned Compensation infotype of the related Job; however, it can be edited during a position vacancy posting.

### Job Fields Related to Position Vacancy Posting



Job	Msm Spl		Museum Specialist
Planning Status	Active		
Valid from	07/01/2007		
Planned Compensation	01 C 3000428.1		Class Range comes from either Pay Grade or Pay Scale tab of Job
	<div style="border: 1px solid black; padding: 2px;"> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">Pay Grade</span> <span style="border: 1px solid black; padding: 2px;">Pay Scale</span> <span style="border: 1px solid black; padding: 2px;">Direct</span> </div>		
Salary structure data			
Ctry Grouping	USA		
Pay grade type	01	Graded	
Pay grade area	01	Annual Salaries	
Pay grade	GR66		
Pay grade level	GR	To	GR
Key Date for Display	07/15/2008		
Currency key	USD	United States Dollar	
Pay grade	31,696.00	To	50,069.00
Reference salary	40,883.00		
Time unit	Annually		
Record 1 of 1			

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## Notes

As indicated previously, the fields on the position posting are related to the job to which the position is related. For example:

The Class Range that defaults on the Posting Data screen should always come from either the Pay Grade or Pay Scale tab, in the planned compensation record of the related Job.

If the Job Pay Grade Type is 02 (Banded), the Salary Grade is available for input on the Position Vacancy Posting screen so that it may display in the Salary Grade Equivalent. If not, the field is grayed out on the Position Vacancy Posting screen.

The Competency Level (Advanced, Journey or Contributing) is available for input if the Job Pay Grade Type is 02 (Banded), and the Pay Grade Area is 06 (Career Banding) or 20 (Career Banding Hourly). If not, the field is grayed out on the Position vacancy Posting screen.

You can see that a combination of factors determine whether the various fields on the Data Posting screen are pre-populated and if the fields are open or locked for editing.

## Entering Contact Information

Use either or both How to Apply infotype and/or Contact Person on final screen

**Create Description**

Position: 80090400036 Textile Conservator  
Planning Status: Active  
Validity: 07/17/2000 to 12/31/9999

How to Apply: 01 S 85001811/

Description: Type here the applicable information for the subtype.

**Create Vacancy Posting Data**

Position: 80090400036 Textile Conservator  
Planning Status: Active  
Validity: 07/17/2000 to 12/31/9999

Vacancy Posting Data: 01 S 85001811/

Posting Status: Job Family: 800900037 Job & Education  
Contact Person: 0000001/1 Jeremy Adams  
Internal (State) ☐ Internal (Agency) ☐ Competency Level: [dropdown]

Vacancy Posting Dates: 07/21/2000 To 06/21/2006  
Hiring Range: 54,237.00 To 54,822.00  
Class Range: 54,237.00 To 54,822.00

- If Agency accepts faxed applications, enter fax number on How to Apply infotype

- Automatically populates address on How to Apply infotype, except fax number
- Address is the position address of Contact person

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You can enter the contact information on the How to Apply subtype screen, or you can enter the contact person on the following screen, and the data will populate automatically.

If your agency accepts faxed applications, please indicate on the How to Apply subtype with appropriate fax number. You must enter the fax number on this infotype, because it does not pull from the contact field.

When you use the contact field on the last screen, the contact address and telephone (but not the fax number) automatically default from the contact person's **position** data. If you plan to use the contact person field, you should ensure that the address and telephone information on the contact person's position is accurate. If the information needs to be changed, it must be changed using PO13 on the position.

## Notes

### Knowledge Check Poll #1

– Use your computer to answer the questions and then click **Submit**.

Time elapsed: 0:23Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.

a. True

b. False


2. SAP organizes Human Resources information into units called infotypes.

a. True

b. False

Submit

Your answers may be recorded.



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1. Enter the transaction code (that is not on the SAP menu) that is entered in the Command field in order to create and maintain position vacancy postings:

2. Which transaction code is used to view the posting before it is published to the website?

3. Each vacancy listing must include a closing date unless the classification has been determined and approved as critical by the State Personnel Commission.

☐ a. True

☐ b. False

4. Workflow is required to post a vacancy.

☐ a. True

☐ b. False

**Notes**

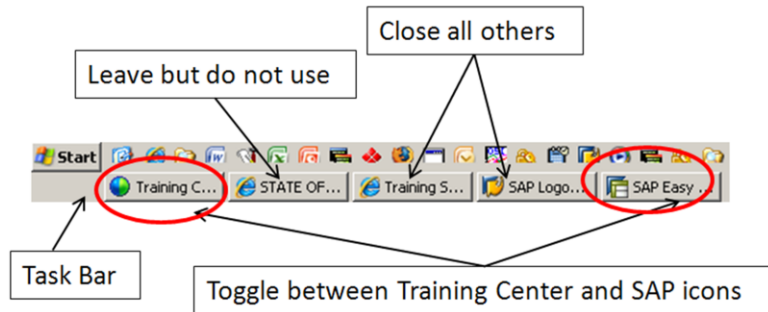
VC\_V1\_ 062409

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## Performing Class Exercises (1 of 2)



After you logon to SAP, use the icons on your taskbar to move back and forth between the Training Center presentation and SAP



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## Notes


To perform exercises in a virtual class, you will navigate back and forth between the SAP application and the Webex Training Center. You will close some of the icons that appear on your taskbar to make it less confusing about which icons to use.



Look at the bottom of your screen now and you should see two icons:

State of NC- Office of Controller Webex and Training Center. You will leave both of these open during the course. If you have other applications open, you should close them now.

Give me a green check to let me know you see these two icons on your taskbar.

## Performing Class Exercises (2 of 2)



- After you complete a Virtual class exercise in SAP:
  - Access the Training Center from your taskbar 
  - In the Participant's panel, click the **green check** icon  

  - Leave the green check active – the instructor will clear it

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## Notes

By using the green check to indicate you have completed an exercise, the instructor can see at a glance those students who may need additional time.

## Exercise #1.1



### Log onto SAP:

1. Access the SAP as you would in your work environment.
2. Enter your own user id and password.
3. Click the training GUI.
4. Click Training Sandbox E1T 899. The Easy Access screen appears.
5. On the taskbar, **leave open the Training Center, SAP Easy Access and State of NC** icons; **close** all other icons.
6. Click the Training Center icon on your taskbar to return to the Training Center.
7. Use the **Green Check** icon to let the Instructor know you have successfully logged on. Instructor will remove the check.



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## Notes

## Exercise #1.2 Data



Student #	Position # to be posted	Personnel # of Contact Person (Jeremey Ward)
1	65002217	80000673
2	65002236	80000674
3	65002218	80000675
4	65002235	80000676
5	65002219	80000677
6	65002234	80000678
7	65002220	80000679
8	65002233	80000680
9	65002221	80000681
10	65002232	80000682
11	65002222	80000683
12	65002231	80000684

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Refer to the Exercise Guide to complete the exercise.

## Notes

**Important!** Be sure to make a **note of and only use** the employee personnel number the instructor assigns to you from the Data Set above.

## Exercise #1.2



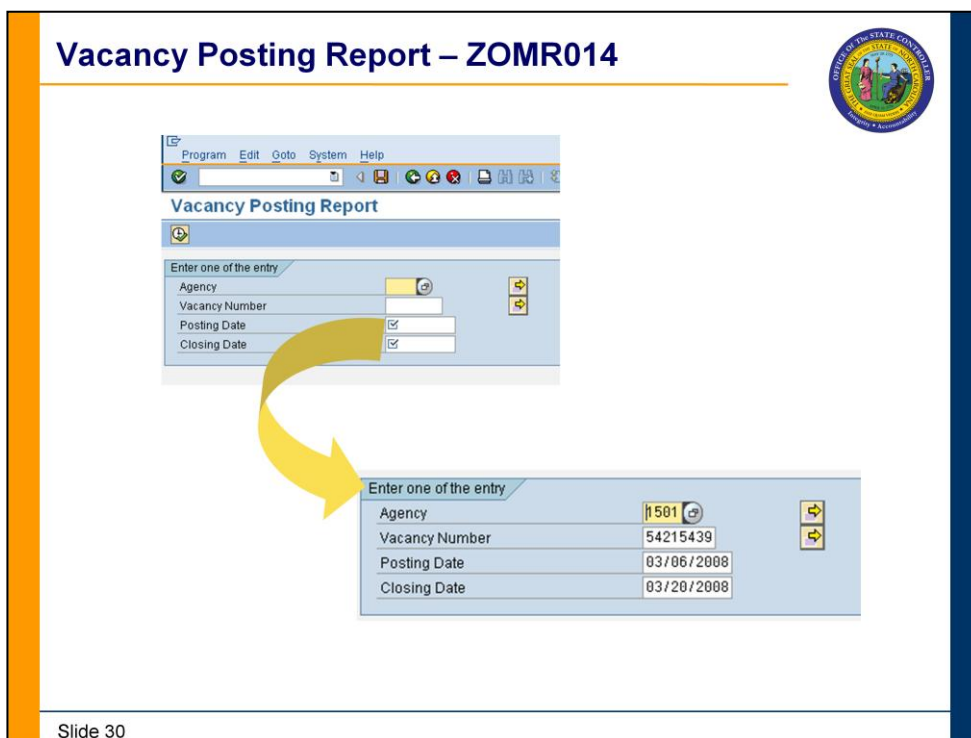
You have been notified to post a vacancy for the Museum Specialist position.

- Validity period begins **tomorrow** – 12/31/9999
- Posting dates (not to be confused with Validity period) begin **tomorrow** and run for **1 month**
- Job Branch is **Library & Archival Svcs**
- Contact person is **Jeremy Ward**



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## Notes



You can view the Job Vacancy Announcements before they are posted to the web. Use transaction code ZOMR014 to view the Vacancy Posting Report.

The way the posting is displayed on the ZOMR014 screen does not necessarily reflect the way it is displayed on the web. Review the steps previously discussed regarding how to ensure the web posting displays appropriately. The steps are also included in the Exercise Guide.

As shown in the above graphic, the Multiple Selection button is available for both the Agency and Vacancy Number (position) fields. Using the Multiple Selection button allows you to view postings for more than one Agency or position number.

If you want to view all postings for your Agency, leave the position field blank. You will see all of the postings within the range of dates that you specify.

It is not necessary to enter the exact posting dates. If you enter a range of dates, BEACON will pull all postings for the specified time period.

## Notes

## Vacancy Posting Report – ZOMR014 (con't)



### Vacancy Posting Report

Transportation		03/06/2008
Job Vacancy Announcement		
Posting Type : External		
Continuous Posting : NO		
Job Family :	90000000	
Job Title :	ADMINISTRATIVE OFFICER II	
Working Title :	ADMINISTRATIVE OFFICER II	
Vacancy Number :	54215439	
Salary Grade :	70	
Salary Range :	\$ 37,074.00 - \$	59,982.00
Hiring Range :	\$ 37,074.00 - \$	50,000.00
Department :	Transportation	
Division :	DOT FINANCE/CASH MANAGEMENT & CONTRACTS	
Type of Appointment :	Pera Full-Time	
Location :		
Posting date :	03/06/2008	
Closing date :	03/20/2008	
Number of Positions :	1	
Contact Person :	IRMA ABBITT	
Contact Agency :	1501	
Contact Address :	14990 GREENSBORO NC 27415	
Contact Phone :	3363343161	
Contact Fax :	3363343637	
Description of Work :	This is administrative work assisting in directing the activities of a large-scale divisional, department, or university program or in administering a specialized program or activity. Employees perform a variety of important administrative duties in developing and maintaining departmental or institutional programs. Work involves responsibility for analyzing and solving technical problems; the enforcement of laws and regulations; and frequent public contacts in promoting established programs. Work is performed under general supervision and is subject to review and evaluation through conferences, post-audits, personal inspections, written reports, and public acceptance.	
Knowledge, Skills and Abilities :	Considerable knowledge of the principles and practices of public and business administration. Considerable knowledge of modern office	

The Job Vacancy Announcement is usually longer than what is visible on one screen.

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## Notes

ZOMR014 can also be used for printing the posting. Only the most current posting for the date range you select will display (like in PMIS).

Vacancies are automatically posted to the web four times daily as shown below. To be sure that vacancies are posted to the web, **data should be entered at least 30 minutes prior to the times listed.**

:

- 12:00 am
- 10:00 am
- 12:00 pm
- 2:00 pm

If your vacancy did not post, you should check to ensure that you did not have special characters within the data (and you may have to include a space at the end of each of the 16 lines as previously discussed). Also, ensure that the Validity on the first screen (Actions for Positions) had 12/31/9999 as the end date. Failure to adhere to any of these conditions may prevent the vacancy from posting or prevent it from posting properly.

### Exercise #1.3



You want to review the posting for the Museum Specialist posting.

Access ZOMR014 to view the posting.



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Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

### Notes

## Create or Update the Contact Position Address

- Transaction code PO13
- Copy or Create as applicable
- Select Mailing Address

Use Address w/subtype Mailing →  
 Not Mail Address (X) →

Address	✓
Mail Address	

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As previously indicated, if you plan to use the contact person field, you should ensure that the address and telephone information on the contact person's position is accurate. If the information needs to be changed, it must be changed using PO13 on the contact person's position. Remember! The fax number, even if entered on the contact person's position, does not copy to the website. The fax number must be entered on the *How to Apply* infotype.

## Notes

### PO13 Creating or Correcting Contact Address and Telephone

It is important to note that the information on the posting pulls from the **Address infotype, mailing address subtype** on the contact person's position. You will also see a separate Mailing Address infotype—this is not the infotype to use when creating or correcting the contact person's address and telephone. Enter the contact information only on the Address infotype and then select the mailing address subtype. You will use either the Create or Copy function depending upon whether you are creating a new entry or correcting a previous entry.

Use Address w/subtype Mailing →

Address	✓
Mail Address	

Not Mail Address (X) →

Address	✓
Mail Address	

### Exercise #1.4



You want to add the address and telephone number to the appropriate infotype and subtype on the contact person's position:

- Access PA20 to find Jeremy Ward's position number
- Access PO13 to enter the position contact information



Slide 34

Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

### Notes

## Lesson Review



In this lesson you learned to:


- Explain the process for posting a position vacancy in SAP
- Identify the transactions and infotypes used to post a position vacancy
- Create a vacancy posting
- Explain how the Class Range is populated
- Maintain the contact person's address information
- View a vacancy posting before it is published to the web

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## Notes

### Knowledge Check Poll #2

– Use your computer to answer the questions and then click **Submit**.



▼ Polling .xl

Time elapsed: 0:23 Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.  
☐ a. True  
☐ b. False

2. SAP organizes Human Resources information into units called infotypes.  
☐ a. True  
☐ b. False

Submit

Your answers may be recorded.

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1. You can copy a posting from the OSP website and use Control + “V” on your keyboard to paste into the appropriate subtype.

☐ a. True

☐ b. False
2. Salary grade equivalent is used only for banded positions.

☐ a. True

☐ b. False
3. Vacancies are posted to the web hourly.

☐ a. True

☐ b. False
4. Only the first 16 lines on the subtype will appear on the website.

☐ a. True

☐ b. False
5. What is the end date that should always appear as the validity period of the posting (the date entered on the first screen)?

**Notes**



## Course Map



Lesson 1: Create a Position Vacancy Posting

**Lesson 2: Maintain a Position Vacancy Posting**

Lesson 3: Course Review

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## Notes

## Lesson Objectives



Upon completion of this lesson, you should be able to maintain a Position Vacancy Posting, including to:

- Extend the vacancy posting dates
- Change text description in the subtypes
- Revise a vacancy posting

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## Notes

### Maintaining Position Vacancies in SAP



#### Making Changes

- In SAP it is possible to make a variety of changes like correcting mistakes, changing position criteria, or updating positions.
- Changes relevant to Position Vacancy Posting:
  - Extend (re-post) the vacancy posting dates in SAP
  - Change text description
  - Change a vacancy posting

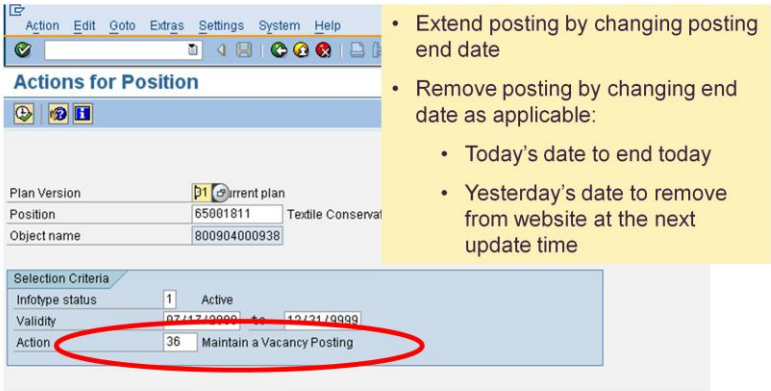
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After a position vacancy has been posted, revisions may need to be made due to:

- typographical errors
- extending (re-posting) the vacancy posting dates when the position isn't filled within allotted time frame
- changing other information in a vacancy posting

### Notes

## Maintain Position Vacancy



- Extend posting by changing posting end date
- Remove posting by changing end date as applicable:
  - Today's date to end today
  - Yesterday's date to remove from website at the next update time

Slide 40

### Revise a Posting

Transaction code PQ13 is used to maintain position vacancy posting (the same transaction code that is used to create the posting). However, code 36 is the Action code that is used to maintain the posting (35 is used to create a posting).

The date you use in the validity field determines if the previous record will be delimited or deleted.

### Remove a Posting

You may need to remove a posting before the closing date. Use PQ13, code 36 to change the posting (not Validity) end date as follows:

- today's date to end today
- yesterday's date to remove from the website at the next update time

### Notes

### 4 Subtypes

The screenshot displays four subtypes of a position vacancy posting, each with a red circle around the subtype name and a yellow number indicating its order:

- 1** Subtype: **Description of Work** (ID: 01 S 54556402.1). The description field contains the text: "Type here to document the Description of Work."
- 2** Subtype: **Competencies and KSA's** (ID: 01 S 54556402.1). The description field contains the text: "Type here to document the Competencies and KSA's."
- 3** Subtype: **Training, Experience Req** (ID: 01 S 54556402.1). The description field contains the text: "Type here to document the Training, Experience Req."
- 4** Subtype: **How to Apply** (ID: 01 S 65002528.1). The description field contains the text: "Type here to document the information on how the applicant applies for the position."


Each subtype form includes a "Description" field, a "Subtype" dropdown menu, a "Language" dropdown menu, and a "Description" text area. The "Exit" button (yellow with a white arrow) is visible in the top right corner of each subtype form.

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## Notes

The same four subtypes display when you maintain a posting as when you created the posting. If needed, you can revise the data on any of the 4 subtypes. If you do not need to revise the data on the subtypes, use the Exit button (yellow with white arrow) to by-pass the subtype.

## Maintain Position Vacancy



Infotype Edit Goto View System Help

**Copy Vacancy Posting Data**

Position: 800904000938 Textile Conservator  
 Planning Status: Active  
 Validity: 07/17/2008 to 12/31/9999 Display change info

Vacancy Posting Data 01 S 65001811 1

<b>Posting Status</b> <input checked="" type="radio"/> External <input type="radio"/> Internal (State) <input type="radio"/> Internal (Agency)	<b>Job Family</b> 80000003 <b>Contact Person</b> 80000673 <b>Salary Grade Equivalent</b> 0 <b>Competency Level</b>
---	---

Vacancy Posting Dates: 07/21/2008 To 09/15/2008

Hiring Range: 34,237.00	To: 54,822.00	
Class Range: 34,237.00	To: 54,822.00	

Record 1 of 1

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When you click **Save**, a message displays indicating that the previous record will either be delimited or deleted (based upon the validity period – not posting period-- that you entered on the first screen (Actions). Select Yes or Cancel as applicable. Even if the message indicates the previous record will be delimited, you can only see the most recent entry.

Information regarding Job Family can be found in the BI report, B0165-1, *Job Attribute Report* and BI B0077, *Position Attributes*. Be sure to read the section in the previous lesson concerning when it is appropriate to change job family.

A job aid is available at Beacon University: Training > Courseware and Job Aids > Human Resources > OM > Job Aids > OM200 BI Report List.

## Notes

### Exercise #2.1



The department did not receive enough qualified candidates for the Museum Specialist position vacancy that was posted.

You have been asked to extend the vacancy posting for an additional 2 weeks (beyond the original close date).



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Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

### Notes

### Exercise #2.2



The Museum Specialist position will not be filled at this time.

Cancel the vacancy posting so that it will be removed the next time an update is run to the Website.




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Use the data assigned in the Exercise Guide and the Data Sheet to complete the exercise.

### Notes

### Knowledge Check Poll #3

– Use your computer to answer the questions and then click **Submit**.



Time elapsed: 0:23

Time limit: 5:00

Poll Questions:

1. A record with an end date other than 12/31/9999 has been delimited.  
☐ a. True  
☐ b. False

2. SAP organizes Human Resources information into units called infotypes.  
☐ a. True  
☐ b. False

Submit

Your answers may be recorded.

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**Notes**

1. The address and the telephone number automatically populate from the:  
  - ☐ a. position of the Position Vacancy Posting Maintainer
  - ☐ b. position being posted
  - ☐ c. position of the contact person
2. The validity period of the posting and the posting dates are the same.  
  - ☐ a. True
  - ☐ b. False
3. The fax number will automatically publish based on the contact person's position.  
  - ☐ a. True
  - ☐ b. False
4. Which transaction code is used to correct the address and telephone number?



## Lesson Review




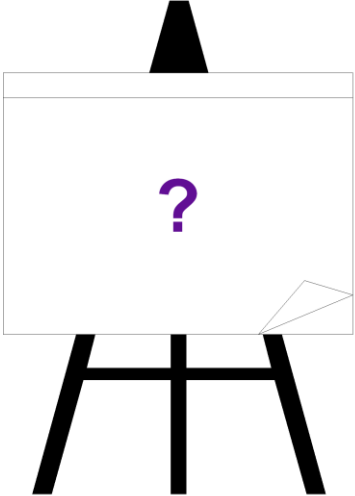
In this lesson you learned to maintain a Position Vacancy Posting, including to:

- Extend the vacancy posting dates
- Change text description in the subtypes
- Revise a vacancy posting

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## Notes

### Any questions for the Instructor?



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**Notes**

## Course Map



Lesson 1: Create a Position Vacancy Posting

Lesson 2: Maintain a Position Vacancy Posting

Lesson 3: Course Review

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## Notes

## Course Review

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In this course you learned to:

- Create a vacancy posting
- View position vacancy information
- Maintain the contact address and telephone number
- Maintain a vacancy posting


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## Notes

## Next Steps

- Monitor BEACON communication
  - BEST Shared Services web site (especially the Updates tab)
  - URL: <http://www.osc.nc.gov/BEST/index.html>
- Review conceptual materials
- Access BEACON Help
  - Access from an SAP transaction
  - URL: <http://help.mybeacon.nc.gov/beaconhelp>
- Practice what you've learned
  - URL: <https://mybeacon.nc.gov>
  - Client 899
  - Use your current NCID user name and password

Don't log out or hang up yet 😊





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Continue to monitor updates on the BEACON University website for information regarding any future training that you are scheduled to attend.

Keep your training materials close by as a ready reference.

### **Want to practice what you have learned from your desk?**

- Follow the link provided above to access the training client on the BEACON website. The training client is number 899. Your current NCID user name and password are used to access the practice environment.

### **Need transactional assistance after go live?**

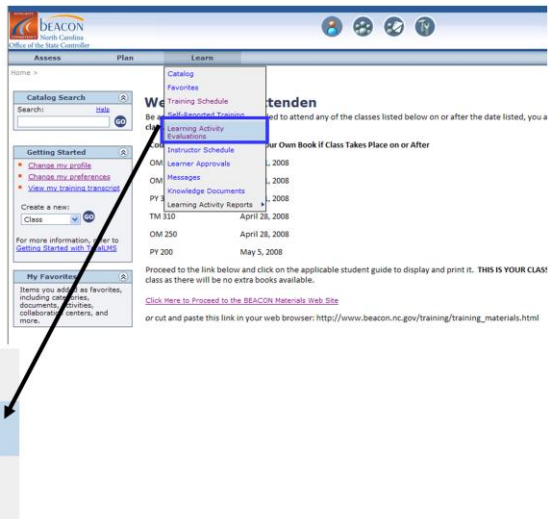
- Remember to access BEACON help when you need assistance in completing transactions. As stated above, the work instructions can be accessed either on line or by clicking on BEACON help from within an SAP transaction.

## **Notes**

## Level 1 – Course Evaluation

Enter by accessing LMS

- Provides feedback to training team
- Ensures students experience instruction in an environment and method conducive to learning




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1. Open a new internet browser and type the url:  
<http://rod.sumtotalsystems.com/beacon>
2. At the Log On screen, enter your full email address and password. If you cannot log into LMS, unmute your telephone and let the instructor know. The instructor can reset your password if you have forgotten it.
3. Click **Logon**.
4. On the blue horizontal bar near the top of your screen, click **Learn**, and then click **Learning Activity Evaluations**.
5. Locate the evaluation that corresponds to the class you've just completed and click the **Start** button to launch it.
6. Complete the evaluation.
7. Click the Training Center icon and then click the green check to let the instructor know you have completed the evaluation.


If you cannot access the evaluation, please unmute your telephone and let the instructor know.

## Notes

Conclusion



# CONGRATULATIONS



When you have complete the evaluation, you may:

- Hang up the telephone
- Exit the virtual classroom

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Thank you for attending and participating in the virtual classroom session of this course.

**Notes**